

Completing the New CTE Program/Course Application

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October 14, 2015

Web Location for Application for New Program/Course



CAREER & TECHNICAL EDUCATION

PROGRAM ADMINISTRATION & MANAGEMENT

News & Announcements ⓘ

Flexibility Provision for Staffing Requirements in the State Appropriation Act Not Applicable to Certain Career and Technical Education (CTE) Courses – For more information, see [Superintendent's Memo 195-15](#).

Career and Technical Education Alignment with National Certification Requirements – Effective for the 2015-2016 school year, General Assembly House Bill (HB) 1616 requires each sequence of courses constituting a career and technical education (CTE) program completion to be aligned with state or national program certification and accreditation standards, if such standards exist. For more information, see [Superintendent's Memo 182-15](#).

Professional Development ⓘ

2015-16 Training Sessions for Administrators

For information about the 2015-16 Video Training Sessions for Administrators visit the [Professional Development Page](#). You can also find the link in the menu to the right under *Administrative Support*.

Administrative Planning

■ [CTE Administrative Planning Guide](#)

The CTE Administrative Planning Guide identifies connections between core subjects and CTE content; serves as a repository of course numbers and course descriptions, course durations/required hours, prerequisites and concentration sequences for completers; identifies career clusters and career pathways; and lists of Board of Education-approved credentials.

Application For New Programs and/or Courses

School divisions can request VDOE approval of new CTE programs and/or courses at any time of the year, but must be approved prior to including any budget items in the Career and Technical Education Local Plan and Budget Application. When completing the form (which is no longer included with the Perkins Local Plan), refer to the Administrative Planning Guide for titles and course codes as well as other pertinent information on submitting an application.

■ [Application for New Career And Technical Education Program/Course](#) (PDF) – Revised August 2015

Resources for obtaining regional and state labor market data to submit with the application:

- [Directions for Completing the Application](#) (PDF)
- [CTE Trailblazers](#) ⓘ
- [Virginia Education Wizard](#) ⓘ

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What Do You Need?



- [Application](#) for New Career and Technical Education Program/Course, Revised 9/24/2015
- [Directions](#) for Completing the Application
- Internet access

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Background Information Needed for the New Program/Course Application (I., II. A and B)



- Content Area
- Program/Course Information
 - Title of course and course code
 - Length of course
 - Grade level(s) to be served
 - School(s)/facility where offered
 - Date of implementation
 - Person Responsible for administering the program

Background Information for the New Program/Course Application (II. C – G)



- Endorsement code of teacher for new program/course
- Course follows guidelines in the CTE Administrative Planning Guide (Refer to APG Users Guide)
- Course uses state course outlines and/or recommended competencies
- Student interest data for the course
- Concentration sequence identification for the new course (Middle school applications will skip this section)

Completion of Labor Market/Employment Data Chart (II. H)



- Identify the occupation(s) related to the proposed course
- For this illustration: Agricultural Education 8043: Outdoor Recreation, Parks and Tourism Systems Management
- Occupation: Recreation Worker
- LWIA VIII (Local Workforce Investment Area): South Central

Labor Market/Employment Data Chart



Revised 07/01/15

Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area:						
Occupation:						
Pathway:						
Occupation:						
Pathway:						

Labor Market/Employment Data Chart (II. H)



- Download the Excel file containing labor market data for your Local Workforce Investment Area (LWIA) from the Trailblazers web site

Data for Virginia and its Regions by Workforce Investment Area

The links below will download Excel files of employment information for Virginia's Workforce Investment Areas and the state as a whole. Learn more about how Trailblazers matched occupations to CTE Career Clusters.



- LWIA I: Southwest Virginia
- LWIA II: New River/Mt Rogers
- LWIA III: Western Virginia
- LWIA IV: Shenandoah Valley
- LWIA VI: Piedmont Workforce Network
- LWIA VII: Region 2000/Central VA
- LWIA VIII: South Central
- LWIA IX: Capital Region Workforce Partnership
- LWIA XI & XII: Northern Virginia
- LWIA XIII: Bay Consortium
- LWIA XIV: Greater Peninsula
- LWIA XV: Crater Area
- LWIA XVI: Hampton Roads
- LWIA XVII: West Piedmont

Labor Market/Employment Data Chart



A	B	C	D	E	F	G	H	I
South Central (LWIA VIII) Employment Projections by Career Clusters 2012-22								
The Virginia Employment Commission produces occupation data for a limited number of occupations for this area. Trailblazers matched this information to career clusters and pathways. Some occupations appear in the data if occupation exists at the Commonwealth level but is not listed below, the occupation may exist at the LWIA level, but data are unavailable due to confidentiality issues.								
Clusters	Pathways	Code	Occupation Title	Predominant level of education & training*	Estimated Employment 2012	Projected Employment 2022	Numeric Change 2012-2022	Percent Change 2012-2022
All Occupations					56,271	62,914	6,643	12%
Agriculture, Food & Natural Resources					1,061	1,232	171	16%
Environmental Service Systems					342	380	38	11%
		518031	Water and Wastewater Treatment Plant and System Operators	HS or less & Training/ce	93	106	13	14%
		537081	Refuse and Recyclable Material Collectors	HS or less	249	274	25	10%
Natural Resources Systems					361	457	96	27%
		454022	Logging Equipment Operators	HS or less & Training/ce	361	457	96	27%
Plant Systems					358	395	37	10%
		373011	Landscaping and Groundskeeping Workers	HS or less	358	395	37	10%
Architecture & Construction					2,464	2,877	413	17%
Construction					1,644	1,954	310	19%
		471011	First-Line Supervisors of Construction Trades and Extraction	HS or less & Work expe	356	414	58	16%
		472021	Brickmasons and Blockmasons	HS or less & Training/ce	128	166	38	30%
		472031	Carpenters	HS or less & Training/ce	247	291	44	18%

Columns 2 and 3: Use “LWIA Clusters Duplicated” Tab



Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						
Hospitality & Tourism				5,443	6,123	680
Lodging				1,635	1,827	192
372011 Janitors and Cleaners, Except Maids and Housekeeping Cleaner			HS or less	850	981	131
372012 Maids and Housekeeping Cleaners			HS or less	618	670	52
434081 Hotel, Motel, and Resort Desk Clerks			HS or less	167	176	9
Recreation, Amusements & Attractions				97	111	14
399032 Recreation Workers			Bachelor's or more	97	111	14

Column 4: Use “VA Clusters Duplicated” Tab



Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

Hospitality & Tourism				468,034	532,523	64,489	14%	21,870		
Lodging				117,237	131,794	14,557	12%	3,977		
	119081	Lodging Managers	Bachelor's or more & W	1,503	1,462	(41)	-3%	46	\$65,620	\$57,870
	371011	First-Line Supervisors of Housekeeping and Janitorial Worker	HS or less & Work expe	8,876	10,068	1,192	13%	331	\$36,420	\$33,850
	372011	Janitors and Cleaners, Except Maids and Housekeeping Cleaner	HS or less	62,883	72,297	9,414	15%	2,124	\$22,450	\$20,380
	372012	Maids and Housekeeping Cleaners	HS or less	33,910	37,292	3,389	10%	1,011	\$20,420	\$19,500
	396011	Baggage Porters and Bellhops	HS or less	2,035	1,996	(39)	-2%	50	\$20,080	\$18,950
	396012	Concierges	HS or less & Training/ce	1,321	1,595	274	21%	60	\$30,170	\$28,330
	434081	Hotel, Motel, and Resort Desk Clerks	HS or less	6,709	7,077	368	5%	355	\$21,020	\$19,810
Recreation, Amusements & Attractions				23,582	27,624	4,042	17%	1,078		
	272021	Athletes and Sports Competitors	Bachelor's or more & Tr	144	166	22	15%	6	\$38,900	\$30,410
	272023	Umpires, Referees, and Other Sports Officials	Bachelor's or more & Tr	767	879	112	15%	34	\$35,540	\$32,830
	392011	Animal Trainers	HS or less & Training/ce	1,772	2,336	564	32%	134	\$27,290	\$25,960
	393031	Ushers, Lobby Attendants, and Ticket Takers	HS or less	2,382	2,634	252	11%	151	\$18,100	\$17,970
	393091	Amusement and Recreation Attendants	HS or less	5,891	6,779	888	15%	384	\$19,400	\$18,320
	399032	Recreation Workers	Bachelor's or more	12,626	14,830	2,204	17%	369	\$25,480	\$21,820

Column 6: Use “LWIA SOC Summary” Tab



Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

South Central (LWIA VIII) Employment Projections 2012-22 by Standard Occupational Classification System Summary Occupations

Produced by the Virginia Employment Commission

If summary occupation exists at the Commonwealth level but is not listed below, the occupation may exist at the LWIA level, but data are unavailable due to confidentiality issues.

Code	Occupation Title	Estimated Employment 2012	Projected Employment 2022	Numeric Change 2012-2022	Percent Change 2012-2022	Annual Job Openings	Annual VA Mean Wage 2013**	Annual VA Median Wage 2013**
	Total, All Occupations	56,271	62,914	6,643	12%	2,039	\$50,120	\$36,960

Column 7: Use “VA SOC Summary” Tab



Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

Virginia Employment Projections by Career Clusters 2012-22

The Virginia Employment Commission produces occupation data for a limited number of occupations for this area. Trailblazers matched this information to career clusters and pathways. Some occupations appear in two clusters. If occupation exists at the Commonwealth level but is not listed below, the occupation may exist at the LWIA level, but data are unavailable due to confidentiality issues.

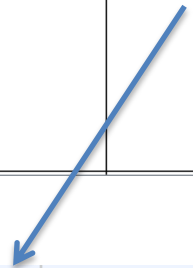
Clusters	Pathways	Code	Occupation Title	Predominant level of education & training*	Estimated Employment 2012	Projected Employment 2022	Numeric Change 2012-2022	Percent Change 2012-2022	Annual Job Openings	Annual VA Mean Wage 2013**	Annual VA Median Wage 2013**
All Occupations					3,947,721	4,481,928	534,207	14%	147,676		

Column 5: Use Bureau of Labor Statistics Web Site



Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						



Recreation workers Show/hide Example Job Titles	39-9032	345.4	394.4	49.0	14.2	89.7	22,240	Bachelor's degree	None	None
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Use Employment Change, 2012-2022 Column Percent

Completion of Part H.2. in New Program/Course Application (Part a)



a. Does the projected rate of growth for the occupation(s) you have identified exceed the rate of growth for all occupations in your LWIA? (compare column 2 to column 6 in your LWIA)



Yes



No

Occupations	Data from Column 2 in table H.1	Data from Column 6 in table H.1	Difference (Column 2 - Column 6)
Recreation Worker	14%	12%	2%

Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

Completion of Part H.2. in New Program/Course Application (Part b)



b. Does the projected rate of growth for the occupations you have identified exceed the rate of employment growth all occupations in the Commonwealth? (compare column 2 to column 7)

☐

Yes

☒

No

Occupations	Data from Column 2 in table H.1	Data from Column 7 in table H.1	Difference (Column 2 - Column 7)
Recreation Worker	14%	14%	0

Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

Completion of Part H.2. in New Program/Course Application (Part c)



c. Sometimes, a low rate of growth may still amount to a reasonably large number of jobs. Do you see evidence for a large volume of new jobs supported by this course (reference column 3 on the Labor Market/Employment Data table)?



Yes



No

Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

Completion of Part H.2. in New Program/Course Application (Part d)



d. Divisions prepare students for state and national competitiveness. Do the growth rates found in columns 4 or 5 on the Labor Market/Employment Data table demonstrate that the careers supported by the course are expected to see rapid growth at the state or national level?

☒ Yes
 ☐ No

Labor Market/Employment Data

Columns: 1	2	3	4	5	6	7
Local Workforce Investment Area (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (LWIA)	Most recent 10-year projection for number of new jobs for the occupation (LWIA)	Most recent 10-year projection percent for rate of employment growth for the occupation (Commonwealth)	Most recent 10-year projection percent for rate of employment growth for the occupation (National)	Most recent 10-year projection percent for rate of employment growth across all occupations (LWIA)	Most recent 10-year projection percent for rate of employment growth across all occupations (Commonwealth)
LWIA Area: South Central						
Occupation: Recreation Worker	14%	111	17%	14.2%	12%	14%
Pathway: Recreation, Amusements & Attractions						

Completion of Part H.2. in New Program/Course Application (Part e)



- Provide evidence that new industry openings in your area will hire for skills taught in the proposed course.

e. Is there evidence that new industry openings in your area will hire for the skills taught in the proposed course? Use <http://vedpweb.yesvirginia.org/announcements#/NewExpanding> to determine any relevant industry openings in your area, and/or provide an example of a local or statewide announcement for related projects or business growth in your area.

See Attachment

Checklist for Evaluating New CTE Program/Course Application



Checklist for Evaluating New CTE Program/Course Application

School Division: [Click here to enter text.](#)

Reviewed by: [Click here to enter text.](#)

Date Reviewed: [Click here to enter text.](#)

	Requirement Met	Requirement Not Met
I. Content Area is correctly identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Program/Course Information		
a. Program/course Identification:		
i. Correct Course Title Click here to enter text.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Correct Course Code Click here to enter text.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. Correct Length of Course	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. Grade levels identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
v. Schools/facilities where offered	<input type="checkbox"/> Yes	<input type="checkbox"/> No
vi. Implementation date provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Person responsible		
i. Name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Title	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. Phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. Email address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Teacher endorsement code provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Following APG guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Using outlines and/or recommended competencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Student interest data provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Supports course addition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Correct course sequence provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Plans for implementation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Labor market data provided <u>and</u> correct	<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. All signatures provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTE: Any areas of deficiency must be corrected on the application and resubmitted for approval. No further signatures are required unless they are missing on the first submission.

VDOE FINDINGS: CORRECTIVE ACTION REQUIRED AS REFERENCED ABOVE:

[Click here to enter text.](#)

Contacts



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